



PROJECT MANAGER: GLOBAL ENGAGEMENT (Payclass 11; T1, 2-year contract)

Research Office | Office of the Vice Chancellor

The University of Cape Town's (UCT) Research Office and the Office of the Vice-Chancellor seek an experienced and qualified individual to manage strategic projects in relation to global engagement, particularly providing high-level administrative support for the University's role as Chair and Secretariat of the [International Alliance of Research Universities \(IARU\)](#), a network of 11 of the top research universities in the world, as well as other university-wide strategic networks and partnerships.

The incumbent will join a directorate that works to lift the international profile of the university, strengthen research collaboration and provide expert skills in communication and marketing focused on research and internationalisation.

The successful candidate will be able to work independently without day-to-day guidance, while also contributing to the joint objectives of the hub and its positive culture.

The post is a two-year contract in the first instance, with the possibility of a one-year extension, and will report to the Director: Global Engagement.

Requirements

- A university degree with honours (NQF 8) or equivalent qualification
- A minimum of five years' experience in a high-level administrative role, with demonstrable experience in and knowledge of high-level project management
- Experience of stakeholder management; an ability to interact with individuals from a wide range of professional and non-professional backgrounds, including internal (to UCT) and external clients
- Excellent proficiency in English written and verbal communication
- Ability to communicate with tact and diplomacy
- Experience in gathering and analysing data
- Experienced user of Microsoft Office
- Excellent planning and organizational skills
- Experience in preparing reports
- A commitment to the provision of excellent client service in a cross-cultural environment
- Honesty and integrity to handle budgets and finances

The following would be advantageous

- A master's degree (NQF 9); and
- Experience of working in a higher education and/or international context.

Responsibilities

1. Managing the University's involvement in key university-wide networks, in particular the Secretariat of the International Alliance of Research Universities.
2. Creating and maintaining excellent stakeholder relations.
3. Managing budgets and finances, in particular in relation to IARU
4. Data analysis and research

The annual cost of employment, including benefits, is between **R 711 889** and **R 837 514**.

To apply, please e-mail in a **single pdf file** to: Berenice Hendricks Berenice.Hendricks@uct.ac.za, the following:

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>),
- Motivation letter (1 page),
- Curriculum Vitae (CV) maximum 2 pages.

Please ensure the title and reference number are indicated in the subject line. An application that does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Website: www.research.uct.ac.za
Reference number: E231047
Closing date: 17 November 2023

UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.